GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Andhra Pradesh Constitution of Municipalities and Nagar Panchayats Rules, 2019 - Notification – Orders - Issued.

Municipal Administration and Urban Development (G2) Department

G.O. Ms.No.18 **Dated:07.01.2019**

Read the following:-

1. G.O. Ms. No. 16, MA&UD Department, dated 16.01.2013.
2. From the Director of Municipal Administration, Andhra Pradesh, Letter No.01533/2017-D1, dated: 03.02.2018.

O R D E R

The following notification will be published in the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by section 326 read with Clause (42-a) of section 2 and sub-section (1) of section 2-A and sub-section (1) of Section 3 of the A.P. Municipalities Act, 1965 and in supersession of Andhra Pradesh Transitional Area and Smaller Urban Areas (Fixation of Criteria Rules, 2013) issued in G.O.Ms.No.16, MA & UD Department, Dated:16.01.2013, the Governor of Andhra Pradesh hereby makes the following Rules for Constitution of Nagar Panchayats and Municipalities.

Rules

1. Short Title:

These Rules may be called "The Andhra Pradesh Constitution of Nagar Panchayats and Municipalities Rules, 2019 ".

2. Criteria for Constitution of Nagar Panchayat:

An area may be notified as "Transitional Area " (Nagar Panchayat) under Clause (42-a) of section-2 of the Andhra Pradesh Municipalities Act, 1965 if the following criteria is satisfied.

(a) Population (as per last census)	**:**	**20,000 to 40,000**
(b) Density of population per Sq. Km	**:**	**400**
(c) Revenue	**:**	**Rs. 40.00 Lakhs Provided that local area with a lesser income may also be considered if it has acquired urban characteristics**

(PTO)

(d) Percentage of employment in in Non- agriculture activities.	**:**	**25% Provided that a local area with lesser percentage of employment in Non-agricultural activities may also be considered if it is not more than 20 Kms. away from a Municipality (District Head quarter) or Municipal Corporation**
(e) Economic importance	**:**	**Availability of market facilities and potentialities to attract industries**
(f) Other factors	**:**	**Local area acquiring Urban Characteristics**

Provided that whenever a main urbanized Grampanchayat is proposed to be constituted as a Nagar Panchayat with merger of surrounding other village(s) of Grampanchayat(s), such village(s) shall fulfill the following condition:-

The proposed village(s) going to be merged shall not be more than 3 Kms. from the periphery of outer habitation of the main Grampanchayat to the outer Periphery of the habitation of village(s).

3. Criteria for Constitution of Municipality :

An area may be notified as Smaller Urban Area (Municipality) under Clause (42-a) of section-2 of the Andhra Pradesh Municipalities Act, 1965 if the following criteria is satisfied:

(a) Population (as per last census)	**:**	**Above 40,000 and up to 3,00,000**
(b) Density of population per Sq. Km	**:**	**500**
(c) Revenue	**:**	**Rs. 60.00 Lakhs Provided that local area with a lesser income may also be considered if it has acquired urban characteristics**
(d) Percentage of employment in Non- agricultural activities	**:**	**40% Provided that a local area with lesser percentage of employment in Non-agricultural activities may also be considered if it is not more than 20 Kms. away from a Municipality (District Head quarter) or Municipal Corporation.**

Contd....3

(e) Economic importance : **Availability of market facilities and potentialities to attract industries.**

(f) Other factors : **Local area acquiring Urban Characteristics**

Provided that whenever a main urbanized Gram Panchayat is proposed to be constituted as a Municipality with merger of surrounding other village(s) of Gram Panchayat(s), such village(s) shall fulfill the following condition:-

The proposed village(s) going to be merged shall not be more than 3 Kms from the periphery of outer habitation of the main Gram Panchayat to the outer Periphery of the habitation of village(s).

4. Formulation of proposal by the District Collector:

(1) Whenever a Gram Panchayat or Group of Gram Panchayats which have been developed and satisfy the criteria for constitution of Nagar Panchayat / Municipality, the District Collector concerned may formulate a proposal for constitution of a Panchayat or Gram Panchayats as a Nagar Panchayat or Municipality as the case may be.

(2) The proposal formulated by the District Collector shall contain, among others, the following information in respect of the Gram Panchayat / Gram Panchayats:

i. Population as defined in clause-(27-a) of section-2 of the Andhra Pradesh Municipalities Act, 1965 and density of population in Annexure-I
ii. Note on economic importance of Gram Panchayat(s)showing availability of market facilities, industries, availability of roads, water supply, schools & colleges, medical facilities, cinema halls and other potentialities to attract industries in Annexure-II.
iii. Profile of Gram Panchayat (s) in Annexure-III.
iv. Statement showing particulars of employees working in Gram Panchayat(s) in Annexure — IV.
v. Statement showing immovable properties owned by the Gram Panchayat(s) in Annexure — V
vi. Statement showing movable properties owned by the Gram Panchayat(s) in Annexure — VI
vii. Statements showing fixed deposits and investments held by the Gram Panchayat (s) in Annexure – VII.
viii. Statement showing Demand, Collection and Balance (DCB) of taxes and non-taxes of the Gram Panchayat(s) in Annexure — VIII.
ix. Statement showing details of ongoing schemes implemented by the Gram Panchayat(s) in Annexure — IX.
x. Statement showing work and material bills and other dues payable by the Gram Panchayats(s) in Annexure — X.

Contd….4

xi. Statement showing the survey numbers included in the Gram Panchayat(s) village-wise in Annexure- XI.
xii. Statement showing boundary description of proposed Nagar Panchayat/Municipality in Annexure- XII.
xiii. Sketch showing the existing limits of the Gram Panchayat(s) and proposal limits of Nagar Panchayat/Municipality in Annexure-XIII

5. Role of District Collector:

Soon after finalization of the proposal relating to constitution of Gram Panchayat / Gram Panchayats as Nagar Panchayat / Municipality, District Collector concerned shall issue a show cause notice to the Gram Panchayat(s) concerned inviting its/their views on the proposal through District Panchayat Officer. The District Collector, after receipt of the views of the Gram Panchayat(s) in the form of a resolution and remarks of District Panchayat Officer thereon and after considering the same may take a view at his level and move the Government in Municipal Administration & Urban Development (MA & UD) Department with his recommendations through Commissioner & Director of Municipal Administration (CDMA) with the information as mentioned in Rule 5 (2).

6. Role of Commissioner and Director of Municipal Administration:

After receipt of the proposal from District Collector, the Commissioner& Director of Municipal Administration will scrutinize the proposal. If the proposal satisfies the criteria prescribed for constitution of Nagar Panchayat / Municipality, the Commissioner & Director of Municipal Administration shall forward the proposal to the Government in MA&UD Department with his recommendation with a suitable check slip in this matter.

7. Processing the proposal at Government Level:

After examination of the proposal received from Commissioner & Director of Municipal Administration, the Government in MA & UD Department and Panchayat Raj Department will take a final view about constitution of the Gram Panchayat / Gram Panchayats as Nagar Panchayat / Municipality.

8. Consultation with Panchayat Raj Department:

Thereafter MA & UD Department will circulate the proposal to Panchayat Raj & Rural Development (PR&RD) Department for their views in the matter. The PR&RD Department after scrutiny of the proposal will arrange to offer their views in the matter to MA & UD Department. After receipt of the views of the PR&RD Department in this matter, Government in MA & UD Department will obtain orders in circulation for constitution of Gram Panchayat/Gram Panchayat(s) as Nagar Panchayat / Municipality. An intimation will be sent to PR & RD Department about the decision of the Government in this matter.

Contd….5

9. De-notification of Gram Panchayat(s):

After receipt of the decision of the MA & UD Department, the PR & RD Department will issue a show cause notice to Gram Panchayat(s) concerned for sending the views of the Gram Panchayat(s) in the form of a resolution within ten days to the proposal for de-notifying the Gram Panchayat(s). If the Gram Panchayat passes resolution agreeing to the proposal, the PR & RD Department will take action to de-notify the Gram Panchayat. If the Gram Panchayat(s) passes or pass a resolution disagreeing to the proposal, the PR & RD Department in the Government will issue a show cause notice under Section 246(2) of A.P. Panchayat Raj Act, 1994 to the Gram Panchayat(s) giving an opportunity for explanation as to why the resolution should not be cancelled since it is against the provisions of Law for constitution of Nagar Panchayat/Municipality. Thereafter the Government consider the explanation of the Gram Panchayat(s) and issue orders cancelling the resolution of the Gram Panchayat(s) as per Section 246 of A.P. Panchayat Raj Act, 1994. After receiving the resolution of Gram Panchayat(s) agreeing for de-notification of the Gram Panchayat(s) or after cancellation of the resolution of the Gram Panchayat(s), if the Gram Panchayat(s) does/do not agree for de-notification, the PR & RD Department will put up a draft notification denotifying the Gram Panchayat(s) and send the file to MA & UD Department for preparing the draft notification for constituting a Nagar Panachayat /Municipality.

10. Issue of Notifications of PR& RD Department and MA & UD Department:

After receipt of the file from PR & RD Department, the MA & UD Department will prepare a notification specifying the concerned area of Gram Panchayat / Panchayats as Transitional Area / Smaller Urban Area, to show that Nagar Panchayat/Municipality is deemed to have been constituted for such area. The notifications of PR & RD Department denotifying Gram Panchayat(s) and of MA&UD Departments specifying the areas as Transitional Area / Smaller Urban Area would be finalized by the latter Department and the notifications will be issued simultaneously and on the same day. The two notifications will also be published in the Andhra Pradesh Gazette on the same day.

11. Constitution of Nagar Panchayat / Municipality:

After issue of notification constituting a Nagar Panchayat / Municipality by the Government, the C&DMA will forward a copy of the information received from the District Collector concerned as mentioned in Rule 5(2) to the Special Officer appointed for Nagar Panchayat / Municipality. The Special Officer shall take charge of all movable and immovable properties, fixed deposits and investments and all office records of Gram Panchayat and submit a detailed report in this matter to C&DMA along with information in **Annexures- IV to XII.**

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner, Printing, Stationary & Stores Purchase, Vijayawada.
(with a request to furnish 200 copies of the Gazette containing the notification to the Government)

Contd….6

The Director of Municipal Administration, A.P., Guntur.
The Panchayat Raj & Rural Development (Pts.IV) Department.
The all District Collectors & District Magistrates.
The Law (I) Department.
Sc/Sfs.

//FORWARDED:: BY ORDER//

SECTION OFFICER

Annexure — I

Population of Gram Panchayat / Gram Panchayats

Name of the Grampanchayat

Name of the Mandal

Name of the District

Population as defined in Section 2 (27a) of APM Act. 1965.

a) Population as per 2001 census :
   Males :

   Females :

   Total :

   Density of population :

b) Population as per 2011 census :
   Males :

   Females :

   Total :

   Density of population :

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — II

Note on economic importance

Name of the Grampanchayat :

Name of the Mandal :

Name of the District :

Items to be included in the note :

i) Availability of market facilities
ii) Availability of industries
iii) Availability of roads
iv) Availability of water supply
v) Availability of schools and colleges
vi) Availability of medical facilities
vii) Availability of cinema halls
viii) Potentialities to attract industries
ix) Any item relevant to economic importance

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — III

Profile of Grampanchayat (s)

Name of the Grampanchayat :
Name of the Mandal :
Name of the District :

Sl.No	Item		Units	Detail
1		2	3	4
1. General				
1-1	Year of Constitution as Grampanchayat.		Year	
1-2	No. of Grampanchayat proposed for merge into N.P/ Municipaliity		Nos.	
			If so, specify the names of Grampanchayats	
1-3	Names of the religions included in Grampanchayat			
1-4	Area		Sq. Km	
1-5	Grade of the Grampanchayat		Grade	
1-6	Population	2001 Census	Male Female Total	
		2011 Census	Male Female Total	
1-7	Existing No. House holds (Gram Panchayat wise)		Nos.	
1-8	Existing No. Wards (Gram Panchayat wise) Nos.		Nos.	
1-9	Slums	Notified		
		Non-Notified	Nos.	
1-10	Slum population		Nos.	
1-11	Annual income (incl. grants) during the last 3 years		Rs. In Lakhs	Year- Amount Year- Amount Year - Amount
1-12	Annual expenditure during the last 3 years		Rs. In Lakhs	Year- Amount Year- Amount Year - Amount
2. Civic Infrastructure				
2-1	CC Roads		Length in Kms	
2-2	BT Roads		Length in Kms	
2-3	WBM/Metal Roads		Length in Kms	
2-4	Motorable Kutcha Roads		Length in Kms	
2-5	Non-Motorable Kutcha Roads		Length in Kms	

2-6	Pucca Drains	Length in Kms	
2-7	Kutcha Drains	Length in Kms	
2-8	Street Lighting -Central Lighting/ High mast lights	Nos.	
2-9	Street Lighting -Sv Lamps	Nos.	
2-10	Street Lighting -Tube Lights	Nos.	
2-11	Street Lighting - Bubls	Nos.	
2-12	Source of Water supply	River/Canal/Borewell	
2-13	Protected Water Supply Scheme available	Yes/No	
2-14	If PWS is available, House Service Connections	No. of Taps	
2-15	Public Taps	Nos.	
3. Social Infrastructure			
	Hospitals		
3-1	Government Hospitals	Nos.	
3-2	Primary Health Centers	Nos.	
3-3	Private Hospitals	Nos.	
	Schools		
3-4	High Schools	a) Maintained by zilla Parishad	Nos
		b) Maintained by Govt.,	Nos
		C) Private Schools	Nos
3-5	Upper Primary Schools	a) Maintained by Mandal Parishad	Nos
		b) Maintained by Govt.,	Nos
		C) Private Schools	Nos
3-6	Primary Schools	a) Maintained by Mandal Parishad	Nos
		b) Maintained by Govt.,	Nos
		C) Private Schools	Nos
3-7	Colleges	a) Maintained by Mandal Parishad	Nos
		b) Maintained by Govt.,	Nos
3-8	other Educational Institutions (give details)	a) Maintained by Mandal Parishad	Nos
		b) Maintained by Govt.,	Nos
	Others		
3-9	Agriculture Market Committee Yards	Nos.	
3-10	Burinal Grounds	Nos.	
3-11	Vegetable Markets	Nos.	
3-12	Slaughter House	Nos.	
3-13	Parks and Play grounds	Nos.	

3-14	Community Halls	Nos.	
3-15	Anganwadi Centres	Nos.	
3-16	Lakes / tanks	Nos.	
3-17	Community Toilets complexes	Nos.	
3-18	Industries	Nos.	
3-19	Solid Waste Dumping Yard	Extent	
4. Immovable properties			
4-1	Buildings	Nos.	
4-2	Open lands	Nos. Areas in acres	
4-3	Parks	Nos.	
4-4	Shops owned by Grampanchayat	Nos.	
4-5	Others (Specify)	Nos.	
5. Movable Properties			
5-1	Vechicles	Type of Vechicle	
		Nos.	
5-2	Furniture	Type of Furniture	
		Nos.	
5-3	Others (Specify)		
6. Civil Society Organisations			
6-1	SHGS	Nos.	
6-2	Voluntary Organisations	Nos.	
6-3	Colony Welfare Association	Nos.	
6-4	Civic Exnora Societies	Nos.	
6-5	NGOS	Nos.	

Signature of Panchayat Secretary/
Signature of DPO

Exe. Officer grade_____
_____District
_____Grampanchayat

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — IV

STATEMENT SHOWING THE PARTICULARS OF EMPLOYEES WORKING IN THE GRAMPANCHAYAT (S)

Name of the Grampanchayat :
Name of the Mandal :
Name of the District :

S.No	Name of the post	No.of posts sanctioned	Scale of pay sanctioned	No. Working	No. Vacant	No. Vacant Proceedings/ G.O No. Sanctioning the post (copy to be attached)	Source of payment of salaries
1	2	3	4	5	6	7	8
1	Executive Officer Grade- I						
2	Executive Officer Grade- II						
3	Panchayat Secretary						
4	Senior Assistant						
5	Junior Assistant/LDC						
6	Typist						
7	Sanitary Inspector						
8	Record Assistant						
9	Bill Collector						
10	Driver (Category Wise)						
11	Turner						
12	Fitter						
13	Sanitary Maistry/ Jawan						
14	Attenders						
15	Swepeers						
16	Lineman						

17	Electrician						
18	Tracer						
19	Any other Category(specify)						

Signature of Panchayat Secretary/
Signature of DPO
Exe. Officer grade_____
_____District
_____Grampanchayat

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — V

STATEMENT SHOWING IMMOVABLE PROPERTIES OWNED BY THE GRAMPANCHAYAT (S)

Name of the Grampanchayat :
Name of the Mandal :
Name of the District :

(A) Details of Lands Owned as on _____

Sl.No	Nature of Land	Location	Survey No.	Area(in acres/sq.mt)	Present use of the land	Title Document No. if any	Remarks
1	2	3	4	5	6	7	8
1	Park						
2	Play Ground						
3	Open Space						
4	others(specify)						

(B) Details of Building Owned as on_____

Sl.No	Type of Building	Location	Survey No.	Plinth Area in sft	Adjacent Area in sq.m	Present use of the Building	Document No if any	Remarks
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								

(C) Details of Tanks as on_____

Sl.No	Description of the tank/pond	Location	Survey No.	Area of the Tank/Pond (Acres/Sq. Mtrs)	Whether FTL Fixed	Name of the owner of the tank	Remarks
1	2	3	4	5	6	7	8
1							
2							
3							

Signature of Panchayat Secretary/
Signature of DPO
Exe. Officer grade_____
_____District
_____Grampanchayat

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — VI

STATEMENT SHOWING DETAILS OF MOVABLE PROPERTIES OWNED BY THE GRAMPANCHAYAT (S)

Name of the Grampanchayat :
Name of the Mandal :
Name of the District :

(A)Details of Vechicles owned as on_____

Sl.No	Type of Vechicle (Tractor, jeep Specify)	Age of the Vehicle(in years)	Registration No.(RC book)	Engine No.	Chassis No.	Condition of Vechicle		Document No if any	Remarks
						Working	Non-Working		
1	2	3	4	5	6			8	9
1									
2									
3									

(B)Details of other Movable Properties owned as on_____

Sl.No	Nature of Movable Property	Nos.	Condition	Remarks
1	2	3	4	5
1				
2				
3				

(C)Details of Funds available as on _____

Sl.No	Nature of the Bank where Panchayat funds are lodged	Balance in the Bank	Name of the scheme to which the funds relate
1	2	3	4
1			
2			
3			

Signature of Panchayat Secretary/
Signature of DPO
Exe. Officer grade_____
_____District
_____Grampanchayat

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — VII

STATEMENT SHOWING FIXED DEPOSITS AND INVESTMENTS HELD BY THE GRAMPANCHAYAT (S)

Name of the Grampanchayat :
Name of the Mandal :
Name of the District :

Details of Deposits /FDRs/Investments

SL. No	Specify the funds from which FDR/Investment made	FDR/Investment No.	FDR/Investment Date	Blank/ Institution Name where amount is deposited/invested	Amount deposited/ Invested (Rs)	Amount of Interest receivable from the last receipt till the cut-off date(Rs.)	Maturity date	Remarks
1	**2**	**3**	**4**	**5**	**6**		**7**	**8**
1								
2								
3								
4								

Signature of Panchayat Secretary/
Signature of DPO
Exe. Officer grade_____
_____District
_____Grampanchayat

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — VIII

STATEMENT SHOWING DCB OF TAXES AND NON- TAXES GRAMPANCHAYAT (S)

Name of the Grampanchayat :
Name of the Mandal :
Name of the District :

(A)DETAILS OF THE DCB FOR THE LAST THREE YEARS

Sl.No	Year	Taxes				Non - Taxes			
1	2	Demand	Collection	Balance	Percentage of collection	Demand	collection	Balance	Percentage of collection
		3	4	5	6	7	8	9	10
1									
2									
3									

Assigned Revenues				Non- Taxes				Remarks	
Demand	Collection	Balance	Percentage	Demand	Collection	Balance	Percentage		
11	12	13	14	15	16	17	18	19	

(B) DETAILS OF GRANT RECEIVED DURING THE LAST THREE YEARS

Sl.No	Year	Name of the Grant	Name of the Scheme	Purpose	Received in the shape of cash or other form	Amount Receive	Amount of gift utilized
1	2	3	4	5	6	7	8
1							
2							
3							
Total							

(C)DETAILS OF GIFTS/CONTRIBUTION RECEIVED DURING LAST THREE YEARS

Sl.No	Year	Name of the Agency donating Gift or Contribution	Purpose	Received in the shape of cash or other form	Amount Received	Amount of gift utilized
1	**2**	**3**	**4**	**5**	**6**	**7**
1						
2						
3						
Total						

Signature of Panchayat Secretary/
Signature of DPO
Exe. Officer grade_____
_____District
_____Grampanchayat

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — IX

DETAILS OF ONGOING SCHEMES IN GRAMPANCHAYAT(S)

Name of the Grampanchayat :
Name of the Mandal :
Name of the District :

Sl. No	Name of the Project (scheme wise)	Location of the project	Year in which sanctioned	Work order No. with date	Estimated cost	Amount already paid	Balance to be paid	Source of funds	Proposed date of completion of the project
1	2	3	4	5	6	7	8	9	10
1									
2									
3									

Signature of Panchayat Secretary/
Signature of DPO
Exe. Officer grade_____
_____District
_____Grampanchayat

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — X

STATEMENT SHOWING WORKS/MATERIALS BILLS AND OTHER DUES PAYABLE BY GRAMPANCHAYAT(S)

Name of the Grampanchayat :
Name of the Mandal :
Name of the District :

Sl.No	Name of the Contractor / Supplier	Name of the work/Material supplied	Amount payable in Rs.	Purpose of the Material procured	Remarks
1	**2**	**3**	**4**	**5**	**6**
1					
2					
3					
4	**other dues(Specify)**				

Signature of Panchayat Secretary/
Signature of DPO
Exe. Officer grade_____
_____District
_____Grampanchayat

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — XI

STATEMENT SHOWING THE SURVEY NUMBERS INCLUDED IN THE GRAMPANCHAYAT(S) VILLAGE-WISE

Name of the Grampanchayat :
Name of the Mandal :
Name of the District :

Sl.No	Name of the Village	Survey No. included	Extent (if available)
(1)	(2)	(3)	(4)

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — XII

STATEMENT SHOWING THE BOUNDARY DESCRIPTION OF PROPOSED NAGAR PANCHAYAT/MUNICIPALITY

North: Starting from _____till it reaches_____

West: Starting from _____till it reaches_____

South: Starting from _____till it reaches_____

West: Starting from _____till it reaches_____

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure — XIII

SKETCH SHOWING THE EXISTING LIMITS OF THE GRAM PANCHAYAT(S) AND PROPOSAL LIMITS OF NAGAR PANCHAYAT/MUNICIPALITY

R. KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT